

**INFORMATION TECHNOLOGY COMMITTEE
MINUTES
March 3, 2004**

PLACE: Room 119, Darien Town Hall

TIME: 8:30 a.m.

ATTENDING: Pugh, Hovell, Berry Adams, Penn, Westcott, Kramer, Crary, Gray, Harrel, Klein,
Clarke, Plehaty

OTHERS: Velez

Approval of Minutes

Mr. Penn made a motion to approve the January 7, 2004 and February 4, 2004 minutes as written. Mr. Pugh seconded that motion. It was unanimously approved.

Discussion of Blum Shapiro Study

Mr. Pugh summarized the three focus groups held in February. He noted a great desire by employees to work together, and a recognition that new software would help. He said that employees want more training and applications assistance. Individual meetings were held the following week with a number of Department heads. Blum Shapiro will have a report ready soon (likely by March 15). Mr. Harrel noted that time is of the essence for any budget proposal for next year. He suggested that a special mid or late March ITC meeting may be appropriate. It was agreed that Friday March 12 would be an appropriate meeting date—Mr. Ginsberg will reserve a room & time. At that meeting, Blum Shapiro will have an outline and request for funds ready.

CIO Report-Adams

Mr. Adams summarized his CIO report dated March 2, 2004. He noted a variety of software modules now in use, or about to be put into use. Mr. Pugh confirmed that the May ITC meeting will be held at one of the schools. Dr. Kramer updated the group on proposed technology at the new high school. Mr. Adams said that MUNIS was recently upgraded. He then outlined Police Department CDPD and CDMA options for mobile data.

CIO Report – Gray

Mr. Gray said that four new laptops were acquired for library use. He explained the new infrastructure hardware and domain problems. Mr. Gray then continued to review his CIO report. He thanked the Planning & Zoning Department for a list of addresses for use by the library.

CIO Report – Crary

Mr. Crary said he was pleased with the work of Blum Shapiro. He added that the recently installed wireless access in Town Hall was helpful. Mr. Crary and Ms. Clarke explained the disparity in the Grand List. Possible causes were discussed, including the Walsh system software. Mr. Pugh then thanked Mr. Plehaty for his memo on MUNIS.

The meeting was then adjourned at 10:00 a.m.

Respectfully submitted,

Jeremy Ginsberg